

**FOR USE ON MARCORSYSCOM & MARCOR I&L  
PROCUREMENT ACTIONS**

***USMC Sole Source Justification for Simplified Acquisitions Template***

Template Version October 2009

***The template outlined below complies with the requirements of NAVSUPINST 4200.85D for simplified acquisition sole source justifications. Use this template for acquisitions at or below the simplified acquisition thresholds defined in FAR 2.101 that are solicited from one source.***

***Tailor all aspects of this template to the individual acquisition and ensure that any template areas providing sample language or instructions (e.g. italicized and/or red language) are deleted prior to submitting a completed justification. (Note: Bold italicized red language denotes instructions for preparing the justification; regular type italicized red language denotes sample language.) When preparing the justification, use Contracting Office letterhead.***

***This template is not applicable to acquisitions over the simplified acquisition thresholds defined in FAR 2.101 or acquisitions pursuant to FAR 13.5. For those acquisitions, use the "USMC Other Than Full and Open Competition Justification & Approval for Actions Greater than the Simplified Acquisition Threshold and Acquisitions Pursuant to FAR Subpart 13.5 Template."***

**SOLE SOURCE JUSTIFICATION FOR SIMPLIFIED ACQUISITIONS**

1. The ***insert "service" or "material"*** listed on ***insert Purchase Request number*** is available from only one source and competition is precluded for reasons indicated below. There are no substitutes available.

2. This acquisition is restricted to the following source:

Manufacturer:

Manufacturer POC and Phone Number:

Manufacturer Address:

Manufacturer's Dealer/Representative:

Dealer/Representative Address and Phone Number:

3. Description of the ***insert "item" or "service"*** required, the estimated cost, and required delivery date.

***Insert a complete description of the item or service required.***

4. Specific characteristics of the ***insert "service" or "material"*** that limit the availability to a sole source e.g., unique features, function of the item, etc. Describe in

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detail why only this suggested source can furnish the requirements to the exclusion of other sources.

***Insert required description.***

5. Check and fill in all that are applicable:

- ☐ The material or service must be compatible in all aspects (form, fit, and function) with existing systems presently installed. Describe the equipment you have now and how the new item/service must coordinate, connect, or interface with the existing system:

***Insert required description.***

- ☐ A patent, copyright, or proprietary data limits competition. The proprietary data are described as follows:

***Insert required description.***

- ☐ These are "direct replacement" parts/components for existing equipment.

- ☐ Other information to support a sole-source buy:

***Insert any additional information that supports this sole-source acquisition..***

### CERTIFICATION

I certify that statements checked and information provided above are complete and correct to the best of my knowledge. I understand that the processing of this Sole-Source Justification precludes the use of full and open competition.

(Signature) \_\_\_\_\_ Date \_\_\_\_\_

Printed Name, Title [Project Officer] \_\_\_\_\_

(Signature) \_\_\_\_\_ Date \_\_\_\_\_

Printed Name, Title [Contracting Officer] \_\_\_\_\_